

CONFIDENTIAL

**RECOMMENDATION NO. 1**

Eliminate the Clearance Card Index as well as the Cross Reference Book reflecting case names and Office of Security assigned "S" numbers. Utilize a copy of form 772 and Office of Security memoranda reflecting "S" numbers for cross reference and suspense over the case while in process.

**Justification:**

The information posted to the Clearance Card Index and Cross Reference Book duplicates information available within FE/Security office and elsewhere within the Support Staff in the form of (1) copies of request form 772, (2) copies of notification of assignment of "S" numbers received from the Office of Security, and (3) copies of clearance notifications to the field.

Our findings reveal that the primary justification for maintenance of any records relative to clearances in the Security office is to provide a reference source to the Security Officer for follow up during processing, to identify clearances received with case names, and to insure proper notification of Pers/Units and Branches. Once clearances are received, identified and forwarded, no need of records in the FE Security office remains.

**Proposed Procedure:**

- (a) Detach one copy of form 772 at time of release to Office of Security and file alphabetically.
- (b) File copy of Office of Security memorandum relative to assignment of "S" number in numerical sequence.
- (c) Upon receipt of clearance memorandum, identify case by referral to number file, and forward clearance and "S" number assignment memorandum to Pers/Unit or Branch for their retention as record copy.
- (d) Open a new 772 file every six months, hold old file an additional six months and then destroy.

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RECOMMENDATION NO. 2

Discontinue maintenance of Out Dispatch Log.

Justification:

There is no regulatory requirement for logging at this level. The record copies of all Security Officer originated dispatches are available for reference purposes. The cover sheet on the record copy of dispatches originated elsewhere in the Division will indicate whether or not the correspondence was concurred in or released by the Security Officer.

RECOMMENDATION NO. 3

Discontinue sending copies of the initial monthly schedule of Division Personnel for "On Call Duty" to the Cable Secretary and FE [REDACTED].

Justification:

The weekly listing of actual assignment of personnel to this duty fulfills the requirement of notification to these offices. Distribution of copies of the monthly listing which is subject to change prior to dates of duty could only lead to confusion on the part of these offices as to which is the official listing.

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